



# South Dakota Board of Nursing

South Dakota Department of Health  
4305 S. Louise Avenue Suite 201; Sioux Falls, SD 57105-1118  
(605) 362-2760; Fax: 362-2768; www.state.sd.us/doh/nursing

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SD BOARD OF NURSING

## Medication Administration Training Program for Unlicensed Assistive Personnel Application for Initial Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to: South Dakota Board of Nursing; 4305 S. Louise Ave., Suite 201; Sioux Falls, South Dakota 57106-3115

Name of Institution: BENET PLACE ASSISTED LIVING  
Name of Primary RN Instructor: NANCY EMMENZNIKOV, RN  
Address: 100 28th Ave SE #301 WATERTOWN, SD 57201  
Phone Number: 605-886-9177 Fax Number: 605-882-3193  
E-mail Address of Faculty: ADMINISTRATOR@BENETPLACE.COM

- Request to use the following approved curriculum(s); submit a completed Curriculum Application Form for each selected curriculum. *Each program is expected to retain program records using the Enrolled Student Log form.*
  - ☐ 2011 South Dakota Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwitz Textbook – Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
  - ☒ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☐ Nebraska Health Care Association (2010) (NHCA)
  - ☐ We Care Online
- Qualifications of Faculty/Instructor(s): Attach resumes / work history demonstrating two years of clinical RN experience.
- List faculty and provide licensure information:

| RN FACULTY/INSTRUCTOR NAME(S) | RN LICENSE |         |                 |                                      |
|-------------------------------|------------|---------|-----------------|--------------------------------------|
|                               | State      | Number  | Expiration Date | Verification<br>(Completed by SDBON) |
| NANCY EMMENZNIKOV             | SD         | R039481 | 1/30/2014       | Sorthern                             |
| MARLYS J ROE                  | SD         | R010855 | 3/16/2014       | Sorthern                             |

- A **Certificate of Completion** will be provided by the Board of Nursing upon approval; the certificate must be completed and given to each successful student upon completion of the Medication Administration Training Program.

RN Faculty Signature: Nancy Emmenznikov

Date: 9/25/12

(reviewed by  
Nancy B. 11/26/12  
SDBON)

### This section to be completed by the South Dakota Board of Nursing

|  |  |
|--|--|
| Date Application Received: <u>11/12/12</u>     | Date Notice Sent to Institution: <u>11/26/12</u> |
| Date Application Approved: <u>11/26/12</u>     | Application Denied. Reason for Denial:           |
| Expiration Date of Approval: <u>April 2014</u> |  |
| Board Representative: <u>Sorthern</u>          |  |



# South Dakota Board of Nursing

Curriculum Content Application Form: *Mosby's Textbook for Medication Assistants*  
(Sorrentino, S. & Remmert, L. (2009), *Mosby's Textbook for Medication Assistants*, Mosby: St. Louis, MO.)

Agency/Facility Name: Brady Place Assisted Living

This form provides primary instructors a guide on how to teach the content of the Mosby curriculum with approximate time frames. Complete column 4 with the name of RN(s) responsible for teaching each content area. Submit completed form to BON with your Medication Administration Training Program Application.

Identify teaching method(s) you will use to teach content: ☒ Lecture ☒ Self-study ☐ Other \_\_\_\_\_

| 1. Curriculum Requirements<br>Pursuant to ARSD 20:48.04.01:15   |  | 2. Content Outline  | 3. Time<br>Frame | 4. RN<br>Instructor(s)                       | 5. Teaching Methodology Used<br>May include: lecture, self-study, online, case study  |
|---|--|---|------------------|--|---|
| 1) General information relevant to the administration of medications, including:<br>a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances;<br>b) Ethical issues;<br>c) Terminology, abbreviations and symbols;<br>d) Medication administration systems;<br>e) Forms of medication;<br>f) Procedures and routes of medication administration;<br>g) Medication references available<br>h) The role of unlicensed assistance personnel in administering medications<br>i) The five rights of medication administration: right patient, right medication, right dose, right time, right route and<br>j) Infection Control policies and procedures |  | 1. General Information:<br><ul style="list-style-type: none"> <li>Governmental regulations related to medication administration <ul style="list-style-type: none"> <li>SD Specific Legal Requirements</li> </ul> </li> <li>Ethical issues</li> <li>Terminology, abbreviations, and symbols</li> <li>Medication administration systems;</li> <li>Forms of medication;</li> <li>Procedures and routes of medication administration</li> <li>Medication references</li> <li>Role of UAP in administering medications</li> <li>Rights of medication administration;</li> <li>Medication Safety &amp; Infection control</li> </ul> | 7 hrs            | <i>Marley Zemmelzky</i><br><i>Marley Roe</i> | Content from Chapters in text:<br>1: The Medication Assistant<br>2: Delegation<br>3: Ethics and Law<br>8: Drug Orders & Prescriptions<br>9: Medication Safety<br>6: Basic Pharmacology<br>9: Medication Safety<br>10: Oral, Sublingual, Buccal<br>11: Topical<br>12: Eye, Ear, Nose, Inhaled<br>13: Vaginal, Rectal |
| Unit Test (ARSD 20:48.04.01:14 – Tests are developed for each unit in curriculum, including a final test. A passing score of 85% is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.)   |  | Administer unit 1 test  | 0.5 hr           | <i>Marley Zemmelzky</i>                      | Review questions provided in text may be used to develop test. Passing score of 85% required; may retake test once.<br>(RN primary instructors are expected to maintain the <i>Mosby Student Log Form</i> for their students.)  |
| 2) An overview of the major categories of medications related to the body systems, including:<br>a. Cardiovascular;<br>b. Endocrine;<br>c. Gastrointestinal;<br>d. Integumentary;<br>e. Musculoskeletal;<br>f. Nervous;<br>g. Reproductive<br>h. Respiratory<br>i. Sensory<br>j. Urinary; and<br>k. Immune  |  | 2. Overview of major categories of medications related to the body systems.   | 5.5 hrs          | <i>Marley Zemmelzky</i><br><i>Marley Roe</i> | Content from Chapters in text:<br>5. Body Structure, Function<br>7. Life Span Considerations  |



|  |   |        |                                    |   |
|--|---|--------|------------------------------------|---|
| Unit Test (ARSD 20:4804.01:14)   | Administer unit 2 test  | 0.5 hr | <i>MAKEL'S</i><br><i>ZERNOWSKI</i> | Review questions provided in text may be used to develop test. Passing score of 85% required; may retake test once.   |
| 3) Additional instruction shall include those categories of medications relevant to the healthcare setting where the unlicensed person will be employed; and   | 3. Additional instruction may include those categories of medications relevant to the employee's healthcare setting.  | 2 hrs  | <i>MAKEL'S</i><br><i>ZERNOWSKI</i> | Use applicable content from Chapters in text:<br>14. Nervous System<br>15. Mental Health (sensory)<br>16. Seizure disorders<br>17. Pain<br>18. Lower Lipids<br>19. Hypertension<br>20. Dysrhythmias<br>21. Angina, PVD, Heart Failure<br>22. Diuretics<br>23. Thrombo-embolic diseases<br>24. Respiratory diseases<br>25. Gastro-esophageal/ulcer s<br>26. Nausea, vomiting, constipation, diarrhea<br>27. Diabetes, thyroid diseases<br>28. Steroids / hormones<br>29. Men's & women's health<br>30. Urinary system disorders<br>31. Eye disorders<br>32. Cancer<br>33. Muscles & joints<br>34. Infections<br>35. Nutrition / herbal dietary |
| Final Test (ARSD 20:4804.01:14)  | Administer comprehensive final test   | 0.5 hr | <i>MAKEL'S</i><br><i>ZERNOWSKI</i> | Review questions provided in text may be used to develop test. Passing score of 85% required; may retake test once.   |
| 4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence.<br>(ARSD 20:48:04.01:14 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.) | <ul style="list-style-type: none"> <li>Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8;</li> <li>Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio.</li> </ul> | 4 hrs  | <i>MAKEL'S</i><br><i>ZERNOWSKI</i> | RN instructor completes required Skills Performance Evaluation form for each student that passes tests. (Additional checklists may also be completed as desired.)   |
| Required hours: 16 classroom instruction + 4 laboratory instruction<br>20 hours  |   | 20 hrs |                                    |   |

**SD BON Reviewer Use Only**  
Date Application received: \_\_\_\_\_  
BON Staff Representative: \_\_\_\_\_

Criteria Met: ☒ Yes ☐ No; reason denied: \_\_\_\_\_

03-1-2012

# NANCY M. ZEMCUZNIKOV RN, CAHA

110 28<sup>th</sup> Ave SE #301 • Watertown, SD 57201 • Home: 605.882.6661 • Cell: 605.520.3193

## OBJECTIVE

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To provide leadership and guidance to an organization or facility that is dedicated to the well-being, comfort and support of clients.

## EXPERIENCE

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2012-Present      St. Ann's Corporation      Watertown, SD.

### **Administrator, Benet Place Apartments and Assisted Living**

- Administrator for two senior housing facilities: 38 Independent Senior Apartments and a 16 bed licensed assisted living facility.
- Responsible for planning, development and implementation of sound business and organizational practices and direct supervision for St. Ann's Corp. employees
- Report directly to the Board of Directors

2008-2009      American Heartland Hospice      St. Louis, MO.

### **Director of Nursing, Hospice**

- Nursing Director for 3 hospice offices throughout 20 counties in Missouri
- Responsible for hiring, orienting, and supervising all professional and paraprofessional staff providing end of life care to clients in private homes and nursing facilities.
- Chief officer for QAPI program. aspects of multi-disciplinary teams providing end-of-life care to clients in their homes and in nursing facilities.
- Responsible for ensuring federal and state regulatory compliance and ongoing and effective QAPI program.

2004-2008      VNA-TIP Homecare, Inc.      St. Louis, MO.

### **Executive Director, TIP Hospice**

- Administrator for 13 hospice offices throughout Missouri and Illinois
- Responsible for start-up and annual expansion plan which increased gross revenue from \$1.5 million in 2004 to \$5.5 million in 2008.
- Increased Ave. Daily Census from 50 pts/day to 225 pts/day.

2001-2004      Bethesda Health Group, Inc.      St. Louis, MO.

### **Director, Bethesda Hospice Care**

- Administrator for stand-alone hospice for RCF and LTC organization
- Responsible for start-up and day-to-day operations
- Reached profitability within first 12 months of operation.



1998-2001      Odyssey Healthcare, Inc.      Kansas City, MO.

**General Manager**

- Administrator for bi-state program
- Increased Ave. Daily Census from 20 to 60 pts/day
- Retained 95% of field staff through two acquisitions within 2 years

1995-1998      Kansas City Hospice, Inc.      Kansas City, MO.

**Branch Manager**

- Responsible for day-to-day operations North Kansas City office
- Increased Ave. Daily Census from 15 to 30 pts/day
- Transitioned program through Medicare changes (BBA 1997)

1993-1995      St. Mary's Health Center      St. Louis, MO.

**Director, Hospice**

- Transitioned Home Care to Medicare/Medicare Hospice Certification
- Increased Ave. Daily Census from 7 to 35 pts/day
- Retained staff through hospital systems merger

CERTIFICATION

|      |  |                  |
|------|--|------------------|
| 2007 | Certified Advanced Hospice Administrator | Denver, CO.      |
| 1995 | Certified Hospice/Palliative Nurse       | Kansas City, MO. |

EDUCATION

|      |                                       |                                     |
|------|---------------------------------------|-------------------------------------|
| 1986 | Mineral Area College                  | Associate Degree Science/Nursing RN |
| 1970 | St. Mary's Hospital School of Nursing | Licensed Practical Nurse            |